

Republic of the Philippines Department of Education

REGION I SCHOOLS DIVISION OF THE CITY OF BATAC

.1 2 DEC 2024

DIVISION MEMORANDUM No. 753 , s. 2024

ACCEPTANCE OF APPLICATION FOR ADMINISTRATIVE AIDE VI (CLERK III)

To: **Interested Qualified Applicants**

- The Schools Division of the City of Batac (SDCB) is now accepting applications for Administrative Aide VI (Clerk III).
- All interested applicants are advised to submit their application documents on or before 5:00 PM, Friday, December 20, 2024 to the Records Unit of the Division Office of the Schools Division of the City of Batac.
- The following basic qualification standards shall be used by the Human Resource Merit Promotion and Selection Board (HRMPSB) in the evaluation of applicants:

ADMINISTRATIVE AIDE VI (CLERK III)

EDUCATION	EXPERIENCE	TRAINING	ELIGIBILITY	COMPETENCIES (IF ANY)	SALARY GRADE
Completion of two years studies in college	None Required	None Required	Career Service (Sub- Professional) or First Level Eligibility	N/A	6-1 (P18,255.00)

- Applicants shall submit one (1) copy of the following documentary requirements:
 - Letter of intent addressed to the Schools Division Superintendent, using the following format:

ANSELMO R. ALUDINO

Schools Division Superintendent Schools Division of the City of Batac

> Thru: JADLEY MEL P. PISO Administrative Officer IV Human Resource Management Officer

Duly accomplished Personal Data Sheet (CS Form No. 212, Revised 2017) with Work Experience Sheet, if applicable;









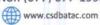
SDCB RECORDS UNIT

2418792

Asuncion Street, 16-S Quiling Sur, City of Batac, Ilocos Norte Telephone No.: (077) 677-1993







Photocopy of valid and updated PRC License/ID, if applicable;

Photocopy of Certificate of Eligibility/Rating, if applicable; d.

Photocopy of scholastic/academic record such as but not limited to Transcript of Records (TOR) and Diploma, including completion of graduation and post-graduate units/degrees, if available;

Photocopy of Certificate/s of Training, if applicable; f.

Photocopy of Certificate of Employment, Contract of Service, or duly signed Service Record, whichever is/are applicable;

h. Photocopy of latest appointment, if applicable;
i. Photocopy of the Performance Rating in the last rating period/s covering one (1) year performance in the current/latest position prior to the

deadline of submission, if applicable;

- j. Checklist of Requirements and Omnibus Sworn Statement on the Certification on the Authenticity and Veracity (CAV) of the documents submitted and Data Privacy Consent Form pursuant to RA 10173 (Data Privacy Act of 2012), using the attached form which can be downloaded from https://tinyurl.com/5dx77m6c, notarized by authorized official; and
- Other documents as may be required by the HRMPSB for comparative assessment, including but not limited to:

Means of Verification (MOVs) showing Outstanding Accomplishments, Application of Education, and Application of Learning and Development reckoned from the date of last issuance of appointment; and

Photocopy of the Performance Rating obtained from the relevant work ii. experience, if Performance Rating in Item 4(i) is not relevant to the

position to be filled, if applicable.

- Online submission of electronic copies of the above-enumerated application documents may be submitted through the official email address of the HRMU (sdcbhrunit@deped.gov.ph), subject to the submission of the hard copy for purposes of verification.
- Submitting original documents is strongly discouraged, as they are only required for presentation during the validation process.
- Applications with incomplete documents shall not be entertained. 7.
- Applicants are reminded that once the application is received by the Division through its Records Unit, no additional document/s shall be accepted.
- Applications submitted after the deadline of submission shall not be included for this screening, but shall be included in the list of succeeding screening/s.
- The applicant assumes full responsibility and accountability for the completeness, authenticity, and veracity of the documents submitted, as evidenced

by the Omnibus Sworn Statement duly signed by the applicant. Any false and fraudulent document submitted shall be grounds for disqualification.

- Applicants are also reminded that DepEd Order No. 007, s. 2023 will be used as the legal basis in the recruitment, selection and appointment.
- The Schools Division of the City of Batac aims to attract a diverse pool of applicants with the necessary qualifications and potential without regard to personal characteristics such as but not limited to disability, race, color, sexual orientation, religion, political opinion, national extraction or social origin.
- A separate Memorandum will be issued for the final assessment and verification of documents for qualified applicants;













Asuncion Street, 16-S Quiling Sur,

14. - Immediate and widespread dissemination of this Memorandum is desired.

Schools Division Superintender

Encl.: CS Form No. 9 Revised 2018 Reference: None To be included in the <u>Perpetual Index</u> Under the following subject:

Application

Documents

OSDS HRMU FDA/Submission of Application for Administrative Aide VI (Clerk III) 083/December 11, 2024

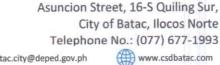












CS Form No. 9 Revised 2018

To: CIVIL SERVICE COMMISSION (CSC)

RECEIVED

Office/Unit: CSC FO Ilocos Norte

Republic of the Philippines in saction No. INFO- 24-64)

Request for Publication of Vacant Resitions Time: 1 0 DFC 2024

Received by:

URPA-

ANSELMO R. ALUDINO Schools Division Superintendent

DECEMBER 10, 2024

Electronic copy to be submitted to the

CSC FO must be in MS Excel format

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the DEPARTMENT OF EDUCATION in the CSC website: Remarks:

					Elystolia Anthronographic Company (1994)		THE RESERVE AND ASSESSMENT OF THE PERSON NAMED ASSESSMENT OF T	Date:	DEC	EMBER 10, 2024
No.	Position Title (Parenthetical Title, if	Plantilla Item No.	Salary/	ay Monthly Salary	Qualification Standards					T
	applicable)		Job/ Pay Grade		Education	Training	Experience	Eligibility	Competency (if applicable)	Place of Assignment
1	Special Education Teacher I (Elementary)	OSEC-DECSB-SPET1-60030- 2024	14	35,434.00	Bachelor's degree in Education with specialization in Special Education	None required	None required	RA 1080 (Teacher)	N/A	Schools Division of the City of Batac
2	Teacher II (Elementary)	OSEC-DECSB-TCH2-66203- 1998	12	30,705.00	Bachelor of Elementary Education (BEEd.) or Bachelor's degree plus 18 professional units in Education		1 year relevant experience	RA 1080 (Teacher)	N/A	Schools Division of the City of Batac
3	Teacher I (Elementary)	OSEC-DECSB-TCH1-60087- 2021	11	28,512.00	Bachelor of Elementary Education (BEEd.) or Bachelor's degree plus 18 professional units in Education	None Required	None Required	RA 1080 (Teacher)	N/A	Schools Division of the City of Batac
4	Teacher I (Elementary)	OSEC-DECSB-TCH1-60107- 2016	11	28,512.00	Bachelor of Elementary Education (BEEd.) or Bachelor's degree plus 18 professional units in Education	None Required	None Required	RA 1080 (Teacher)	N/A	Schools Division of the City of Batac
5	Teacher I (Elementary)	OSEC-DECSB-TCH1-60711- 2012	11	28,512.00	Bachelor of Elementary Education (BEEd.) or Bachelor's degree plus 18 professional units in Education	None Required	None Required	RA 1080 (Teacher)	N/A	Schools Division of the City of Batac
6	Teacher II (Senior High School)	OSEC-DECSB-TCH2-60763- 2017	12	30,705.00	Bachelor's degree; or completion of technical- vocational course(s) in the area of specialization	At Least NC*II + TMC**I *Appropriate to the specialization	6 months of relevant teaching or 6 months of industry work experience	Applicants for a permanent appointment; RA 1080 (Teacher); if not RA 1080 eligible, they must pass the LET within five (5) years after the date of first hiring	N/A	Schools Division of the City of Batac
7	Teacher I (Junior High School)	OSEC-DECSB-TCH1-60634- 2014	11	28,512.00	Bachelor of Secondary Education (BSEd.) or Bachelor's Degree plus 18 professional units in Education with appropriate major	None Required	None Required	RA 1080 (Teacher)	N/A	Schools Division of the City of Batac
8	Teacher I Junior High Schooli I	OSEC-DECSB-TCH1-60941- 2018	11	28,512.00	Bachelor of Secondary Education (BSEd.) or Bachelor's Degree plus 18 professional units in Education with appropriate major	None Required	None Required	RA 1080 (Teacher)		City of Batac National High School Poblacion
9	Teacher I (Junior High School)	OSEC-DECSB-TCH1-60930- 2018	11	28,512.00	Bachelor of Secondary Education (BSEd.) or Bachelor's Degree plus 18 professional units in Education with appropriate major	None Required	None Required	RA 1080 (Teacher)	NGTED:	Batac National High School

ATTY, REX R. AMI Director II

		-							
10 Administrative Aide VI (Clerk III)	OSEC-DECSB-ADA6-60010-2016	6	18,255.00 Comp	pletion of two years studies in college	None Required	None Required	Career Service (Subprofessional)/First Level Eligibility	N/A	Schools Division of the City of Balac

Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to the address below not later than DECEMBER 20, 2024.

- 1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) and Work Experience Sheet (WES) which can be downloaded at www.csc.gov.ph;
- 2. Photocopy of the Performance Rating in the last three rating period(s) (if applicable);
- 3. Photocopy of certificate of eligibility/rating/license; and
- 4. Photocopy of Transcript of Records.
- 5. Updated Service Records (if applicable).
- 6. Certificate of Outstanding Accomplishments.
- 7. Certificate of Trainings Attended.
- 8. Omnibus Sworn Statement
- 9. Checklist of Requirements, and
- 10. Other documents as may be required under DepEd Order Nos. 007, s. 2023 and DepEd Order No. 66, s. 2007.

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

ANS	BELMO	R.	ALUDINO
hools	Division	n S	Superintendent

#16S Quiling Sur, City of Batac, Ilocos Norte

SDCBHRUnit@deped.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

This notice of vacancy is open to all qualified applicants regardless of age, race, ethnicity, sexual preferences and PWBs.

The Schools Division of the City of Batac aims to attract a diverse pool of applicants with the necessary qualifications and potential without regard to personal characteristics such as but not limited to disability, race, color, sexual orientation, religion, political opinion, national extraction or social origin.